

## COMMUNITY CENTER

7550 West Willow, Lansing 48917  
Northeast corner of Canal & Willow



## Application For Use

Applicant \_\_\_\_\_ Organization Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ ext. \_\_\_\_\_ Fax \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Driver's License# \_\_\_\_\_ E-mail \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Will alcohol be present? ☐ Yes ☐ No

Beginning Time\* \_\_\_\_\_ Ending Time\* \_\_\_\_\_

Will food be served? ☐ Yes ☐ No

*\*You will not be allowed in the building before the Beginning Time or after the Ending Time.*

Anticipated Attendance\* \_\_\_\_\_

Will you use a caterer? ☐ Yes ☐ No

*\*Recommended capacity no more than 170.*

Type of Activity\* \_\_\_\_\_

Name of caterer: \_\_\_\_\_

*\*Misrepresentation of building use will result in the forfeiture of all rental fees and damage deposit.*

Please **initial** each of the following items to indicate you have read and agree to it.

☐ **Rental Fees**

Day of the Week	Group	Session	Delta Twp Resident	Non-Resident	Deposit <sup>1</sup>
Friday	Private or Profit-Making	8 a.m.–4 p.m.	\$100	\$150	\$50
Friday	Private or Profit-Making	5 p.m.–1 a.m.	\$175	\$225	\$50
Friday	Non-Profit*	8 a.m.–4 p.m. or 5 p.m.–1 a.m.	\$50	\$75	\$25
Saturday/Holiday <sup>2</sup>	All Groups	8 a.m.–1 a.m.	\$350	\$450	\$200
Sunday	Private or Profit-Making	2 p.m.–12 a.m.	\$175	\$225	\$50
Sunday	Non-Profit*	2 p.m.–12 a.m.	\$50	\$75	\$25

*\*Organizations that are registered as non-profit, such as 501(c)(3).*

<sup>1</sup>The minimum deposit is to hold your date. The balance of the rental fee is due 30 days prior to scheduled rental date.

<sup>2</sup>Holidays are dates that Delta Township offices are closed and Christmas Eve and New Year's Eve.

☐ **Cancellations**

Deposit is only refundable if the cancellation is made prior to 60 days before scheduled rental date. Cancellations must be in writing.

☐ **Building Damage Deposit**

A security deposit (additional to the rental fee) in the amount of \$250 is required for rental and is due 30 days prior to the event. Your security deposit check will be deposited and will be refunded to the name on the receipt and address listed on this application once it has been ascertained by the Parks and Recreation Department that the building was left in good condition and that all rules and regulations were followed. You will receive a refund check in the mail once it has been processed by Accounting, usually within 2-3 weeks.

☐ **Key Pick-Up and Return**

You are responsible for claiming the building key prior to your event. Your group will be allowed one key. Unless prior arrangements are made through our office, the person completing this form must be the one to pick up the key. You may claim your key after 3 p.m. on the last business day prior to your event in case of weekend rentals or holidays, after 3 p.m. for weekday evening rentals, or just before your event if your event is that same day and starts before 3 p.m. Keys must be returned by the next business day following your event by 5 p.m. You may leave it in the Township drop box (NE corner of Delta Township Administration Building) sealed in an envelope labeled "Parks" no later than 7:30 a.m. on the due date or bring it into the office in person by 5 p.m. A \$25 charge will be deducted from your security deposit for each day that the key is late.

☐ **Insurance Coverage**

A copy of the applicant's current homeowner's or renter's insurance policy is required to be on file at the Parks & Recreation office 30 days prior to your event as proof of coverage. It must be valid on the date of your rental. For details on acceptable proof of insurance please contact the Parks and Recreation office at 323-8555.

OFFICE USE ONLY	
Staff Signature: _____	
Total Rental Fee: _____	
Rental Deposit: _____	Receipt#: _____
Rental Balance: _____	Receipt#: _____
Damage Deposit: _____	Receipt#: _____

## - Rules & Regulations -

It will be necessary for all groups to control their meetings and abide by the following rules. A representative of the Parks & Recreation Department will have access to the building at all times. **A minimum charge of one hundred and no/100 (\$100.00) will automatically be deducted from the building damage deposit if any of the rules and regulations are not followed as determined by the township in its sole discretion.**

1. The key must be picked up during the designated time.
2. No fees, donations, or charges may be accepted in connection with the usage of this facility.
3. The persons, groups, or organizations permitted to use the facility will name an adult supervisor (listed as the applicant on the application) who will be responsible for supervising the activity and seeing that all the rules are upheld.
4. The Applicant/Supervisor shall arrive well ahead of the others and shall remain until all others have departed from the building.
5. Set-up of equipment, tables, chairs, etc. will be done by the applicant unless otherwise arranged.
6. You may only occupy the building during the times listed on your application. If your group is found to be in the building at other times, additional charges will be incurred. Additionally, under no circumstances may the building be occupied prior to 8:00 a.m. or later than 1:00 a.m. for Friday and Saturday rentals or 12:00 a.m. any other day.
7. All groups are responsible for damages and losses to the premises or equipment during the permit period.
8. All equipment moved shall be placed back in its original position.
9. The kitchen and all equipment shall be left in a clean, orderly fashion, including washing out sinks. All papers, scraps, etc. shall be picked up from the floors and tables, and tables wiped clean and returned to the storage area they were removed from. No food may be left in the refrigerator. All floors shall be cleaned, including vacuuming or mopping when needed.
10. No glitter or confetti is allowed in the building.
11. No caustic materials shall be put in any sinks.
12. Only masking or duct tape may be used to secure anything to a wall or building fixture. **No double-sided tape may be used.** All tape must be removed during clean up.
13. All lights shall be turned off when leaving the building.
14. A separate permit for alcoholic beverages is required (available at the Parks & Recreation office).
15. If a caterer is to be used, they are responsible for necessary permits and licenses.
16. The building is a non-smoking facility. Smoking in any part of the building is prohibited.
17. Vehicles are to remain on the pavement at all times, with the exception of overflow parking on the north side of the parking lot.
18. All Township ordinances must be adhered to.

## - Release and Waiver -

*I (We) hereby make this application for the use of the Delta Township Community Center on the date and hours stated. I (We) also certify that the information on the application is true and I (We) have read and agree to abide by the rental policy pertaining to the use of the Community Center as adopted by the Township of Delta. I (We) also agree to the fee charged, and shall be personally responsible to see that the use of the facility is in accordance to the rental policy.*

*I (We) further agree to release, indemnify, defend and hold harmless the Charter Township of Delta, its officers, trustees, agents and employees from and against all loss or claims incurred (including costs and attorney fees) by reason of liability imposed upon the Charter Township of Delta, its officers, trustees, agents, and employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of uses thereof arising out of use of the Community Center and/or in consequence of the performance of this application, whether such injuries to persons or damage to property is due or claimed to be due to negligence of the Charter Township of Delta, its officers, trustees, agents and employees.*

<b>YOUR SIGNATURE BELOW INDICATES YOU HAVE READ AND AGREE TO THE RELEASE &amp; WAIVER AND RULES &amp; REGULATIONS</b>
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Signature of Applicant/Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_